

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

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| DEPARTMENT | Community Services |
| POSTHOLDER SECTION | Safer Communities Team |
| GRADE | PO1 |
| POST DESIGNATION (TITLE) | Victims Development Officer (Violence Against Women & Girls and Modern Slavery) |

Purpose of Job:

To be responsible to the Senior Community Safety Officer (VAWG and Modern Slavery) for:

- i) Working in partnership to co-ordinate the Victims Development Project for the Safer Greenwich Partnership.
- ii) Co-ordinating the implementation of cross-cutting initiatives, which support the delivery of the Ending Male Violence Against Women & Girls (EMVAWG) strategy and Modern Slavery Plan. In doing this, to ensure that victims are at the heart of service development and a holistic approach is taken.

Main Duties:

1. To lead on the implementation and development of projects to ensure the holistic provision of support to victims of VAWG and Modern Slavery across the Borough.
2. To carry out on-going review of training requirements for staff across the council, partner agencies and community groups and make recommendations to the Strategic Partnership Group. To then commission or develop/deliver training as required.
3. To develop and deliver a programme of activities to raise awareness of VAWG and Modern Slavery across the borough, including working with local community groups.
4. To work with the Community Safety Analyst to develop problem profiles on VAWG and Modern Slavery to inform partnership action planning.
5. To prepare and present reports on the problem profiles and other sources of data and intelligence to support the development of action plans.
6. To work with the Community Safety Policy & Performance Manager to monitor and evaluate the effectiveness of projects and training.
7. To research best practice and, based on practical experiences in the field, to identify innovative and creative opportunities provided by new and emerging legislation/policy developments.

8. To take a lead in supporting the engagement of the public and of community and voluntary sector agencies in the work of the partnership, including supporting events, publications, and dealing with enquiries.
9. To identify and make best use of relevant funding opportunities.
10. To co-ordinate an immediate multi-agency review and response to any events that could cause an increase in community tensions or Modern Slavery.
11. To aid the MARAC Coordinator in administering, developing and promoting the fortnightly Domestic Abuse MARAC (multi-agency risk assessment conference), ensuring that partners are meeting their responsibilities. This will include, but not be limited to:
 - a. Briefing and introducing new members of the panel.
 - b. Ensuring the database is maintained and performance information is extracted.
 - c. Providing reports on progress to the MARAC Steering Group, including recommendations for improvement.
 - d. Providing briefings on best practice/guidance on MARAC procedures to the MARAC Steering Group, including recommendations for improvement.
 - e. Ensuring that administration is carried out effectively and providing cover for the MARAC Coordinator when necessary.
12. To coordinate, develop and promote the monthly Modern Slavery Response Group, ensuring that partners are meeting their responsibilities. This will include, but not be limited to:
 - a. Ensuring that meetings are booked in advance and taking minutes at meetings.
 - b. Compiling papers for the meeting and ensuring that they are circulated in advance of the meeting.
 - c. Creating action plans for victims, undertaking casework where necessary, and ensuring that appropriate actions and instructions are followed through.
 - d. Providing reports on progress to the Strategic membership, including recommendations for improvement.
13. To work outside normal office hours as necessary.
14. To travel to meetings outside of the borough as required.
15. To supervise agency workers, temporary staff and/or apprentices assigned to the function as necessary”
16. To undertake any other work appropriate to the level and general nature of the post’s duties.
17. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Council’s Equal Opportunities and Customer Care policies, and the New Technology agreement.

Designation of the Post to which the Post-Holder normally reports to:
Senior Community Safety Specialist (VAWG and Modern Slavery)